

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700130037-9

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Ev

DATE: 7/1

FROM : Bob

SUBJECT: Report

**NEWS**

Analysis of envelope usage since the beginning of FY58 reveals an average annual usage of 1,983,209 envelopes of all sizes. The most popular size in 12½x9 (521,758) followed closely by 15x10 (480,979) and 11½x8½ (420,498). The Agency Multi-Purpose Envelopes are still not being used as extensively as they should be in connection with the Courier Receipt. Average annual usage is only 73,400 for the 12x10 size and 20,967 for the 16x10 size. When the present backlog of old projects is cleaned up, priority should be given to the promotion of the proper usage of these envelopes and the Courier Receipt. The average annual usage of all envelopes is 1,983,209.